

State of Hawaii
Department of Health
Developmental Disabilities Division
Case Management and Information Services Branch

Request for Proposals

HTH 501-4 Psychological Evaluation Services

October 2006

Proposal Submittal Deadline: January 26, 2007
Orientation Session: November 3, 2006,
Diamond Head Health Center, Room 110

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, an [RFP Interest form](#) may be downloaded to your computer, completed and e-mailed or mailed to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

October 18, 2006

REQUEST FOR PROPOSALS

PSYCHOLOGICAL EVALUATION SERVICES

The Department of Health, Developmental Disabilities Division, Case Management and Information Services Branch is requesting proposals from qualified applicants to provide psychological evaluations of individuals with developmental disabilities/mental retardation (DD/MR). The contract term will be from July 1, 2007 through June 30, 2011. Single and multiple contracts will be awarded under this request for proposals.

Proposals shall be mailed and postmarked by the United States Postal Service on or before January 26, 2007, or hand delivered no later than 4:30 p.m. Hawaii Standard Time (HST), on January 26, 2007, at the drop-off site designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Developmental Disabilities Division will conduct an orientation on November 3, 2006 from 9:00 a.m. to 11:00 a.m. HST, at the Diamond Head Health Center, 3627 Kilauea Avenue, Room 110, Honolulu, Hawaii. All prospective applicants are encouraged to attend the orientation. For the neighbor islands and elsewhere, the orientation will be conducted via telephone conference. Phone 1-866-896-5801 and enter conference code 808-733-9172.

The deadline for submission of written questions is 4:30 pm., HST, on November 14, 2006. All written questions will receive a written response from the State on or about November 28, 2006.

Inquiries regarding this RFP should be directed to the RFP contact person, Ms. Kelly Jo Nacino at 3627 Kilauea Avenue, Room 411, Honolulu, Hawaii 96816, telephone: (808) 733-9167, fax: (808) 733-9841, e-mail: kellyjo.nacino@doh.hawaii.gov.

October 18, 2006

REQUEST FOR PROPOSALS

Psychological Evaluation Services

RFP No. 501-4

NOTICE

The Department of Health, Developmental Disabilities Division (DDD), Case Management and Information Service Branch (CMISB) is requesting proposals from psychologists licensed in the State of Hawaii to provide psychological evaluations of individuals with developmental disabilities/mental retardation (DD/MR) potentially eligible for services under HRS 333F.

SUBMITTAL DEADLINE

All proposals mailed by the United States Postal Service (USPS) shall be postmarked by January 26, 2007 to the mail-in address and received no later than ten days from the submittal deadline. Hand delivered proposals shall be received no later than January 26, 2007, 4:30 p.m. Hawaii Standard Time (HST) at the drop-off site.

Proposals postmarked or hand delivered after the designated deadline shall be considered late and rejected. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline.

MAIL-INS:

**Department of Health
Developmental Disabilities
Division
Case Management and
Information Services Branch
3627 Kilauea Avenue, Room
109
Honolulu, HI 96816**

HAND DELIVERIES (DROP-OFF SITE):

All hand deliveries will be accepted at the Department of Health, DDD, CMISB, Diamond Head Health Center, 3627 Kilauea Avenue, Room 109, Honolulu, HI until **4:30 p.m., Hawaii Standard Time (HST) January 26, 2007.**

BE ADVISED:

All mail-ins postmarked by USPS after **January 26, 2007**, will be rejected.

Hand deliveries will not be accepted after 4:30 p.m., HST, January 26, 2007.

Faxed proposals and/or submission of proposals on diskette/cd or transmission by e-mail, website or other electronic means is not permitted.

Applicants are encouraged to attend the Orientation Meeting. (See Section 1)

INQUIRIES

Inquiries regarding this RFP should be directed to the RFP contact person:

Ms. Kelly Jo Nacino

3627 Kilauea Avenue, Room 411, Honolulu, Hawaii 96816

Phone: (808) 733-9167, fax: (808) 733-9841,

e-mail: kellyjo.nacino@doh.hawaii.gov

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Section 1

Administrative Overview

I. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	10/18/2006
RFP orientation session	11/03/2006
Due date for written questions	11/14/2006
State purchasing agency's response to written questions	11/21/2006 - 11/28/2006
Proposal submittal deadline	01/26/2007
Proposal evaluation period	02/05/2007- 02/09/2007
Final revised proposals (optional)	02/09/2007- 02/15/2007
Provider selection	02/16/2007- 03/02/2007
Notice of statement of findings and decision	03/05/2007- 03/06/2007
Contract start date	07/01/2007

II. Websites Referenced in this RFP

The State Procurement Office (SPO) website is www.spo.hawaii.gov

For	Click
1 Procurement of Health and Human Services	"Health and Human Services, Chapter 103F, HRS..."
2 RFP website	"Health and Human Services, Ch. 103F..." and "RFPs"
3 Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	"Statutes and Rules" and "Procurement of Health and Human Services"
4 Forms	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Forms"
5 Cost Principles	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Cost Principles"
6 Standard Contract -General Conditions	"Health and Human Services, Ch. 103F..." "For Private Providers" and "Contract Template – General Conditions"
7 Protest Forms/Procedures	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Protests"

Non-SPO Websites

	For	Go to
8	Tax Clearance Forms (Department of Taxation Website)	http://www.hawaii.gov/tax/ click "Forms"
9	Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	http://www.capitol.hawaii.gov/ click "Bill Status and Documents" and "Browse the HRS Sections."
10	Department of Commerce and Consumer Affairs, Business Registration	http://www.hawaii.gov/dcca click "Business Registration"
11	Campaign Spending Commission	www.hawaii.gov/campaign

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at www.hawaii.gov)

III. The Procurement Process

Authority. This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal application by a prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

RFP Organization. This RFP is organized into 4 sections:

Section 1, Administrative Overview - The procurement process; requirements for awardees.

Section 2, Service Specifications - Services to be delivered, applicant responsibilities, requirements for the proposal application.

Section 3, Evaluation - The method by which proposal applications will be evaluated.

Section 4, Attachments - Information and forms necessary to complete the application.

RFP Orientation Session. An orientation session to familiarize applicants with the procurement process and the requirements of the RFP shall be held. Applicants are encouraged to submit written questions prior to the orientation. Questions at the orientation are permitted, but oral questions should be submitted in writing by the date indicated in the Procurement Timetable to ensure an official written response.

Date and time: 11/03/2006 9:00 – 11:00 a.m.

Location: Diamond Head Health Center
3627 Kilauea Avenue, Room 110
Honolulu, HI 96816

For the neighbor islands, we will be conducting the meeting via telephone conference – Dial 1-866-896-5801 and enter conference code 808-733-9172.

Submission of Questions. Applicants may submit written questions to the RFP Contact Person identified in the Notice. The written response by the State purchasing agency will be available to all applicants and placed on the RFP website.

Deadline for submission of questions: November 14, 2006

Discussions with Applicants. Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements prior to the submittal deadline. Discussions may also be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

Multiple or Alternate Proposals - Multiple/alternate proposals are not applicable to this RFP.

Confidential Information – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal. Note that price is not considered confidential and will not be withheld.

Opening of Proposals. Upon receipt by a state purchasing agency at the designated location(s), proposal applications shall be date-stamped, and when possible, time-stamped, held in a secure place and not examined for evaluation purposes until the submittal deadline.

Public Inspection. Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

RFP Addenda. The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

Final Revised Proposals. If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the best and final offer/proposal.

Cancellation of Request for Proposals. The request for proposals may be canceled when it is determined to be in the best interests of the State in accordance with section 3-143-613, HAR.

Costs for Proposal Preparation. Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

Provider Participation in Planning. Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the release

of a request for proposals, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203, HAR.

Rejection of Proposals. A proposal offering a set of terms and conditions contradictory to those included in this RFP may be rejected. A proposal may be rejected for any of the following reasons: 1) Failure to cooperate or deal in good faith (Section 3-141-201, HAR); 2) Inadequate accounting system (Section 3-141-202, HAR), 3) Late proposals (Section 3-143-603, HAR); 4) Inadequate response to request for proposals (Section 3-143-609, HAR); 5) Proposal not responsive (Section 3-143-610(a)(1), HAR), 6) Applicant not responsible (Section 3-143-610(a)(2), HAR).

Notice of Award. A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals. Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive. No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

Protests. Any applicant may file a protest against the awarding of a contract. The Notice of Protest form, SPO-H-801, all other forms and a detailed description of procedures are on the SPO website. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F, HRS;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F, HRS; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: David F. Fray	Name: Sharon Tanaka
Title: Chief, DDD	Title: Acting Chief, CMISB
Mailing Address: Kinau Hale, Room 463 1250 Punchbowl St., Honolulu, HI 96813	Mailing Address: 3627 Kilauea Ave., Room 109, Honolulu, HI 96816
Business Address: same as above	Business Address: same as above

Availability of Funds. The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

IV. Requirements for Awardees

Tax Clearance. If awarded, a certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required upon notice of award.

Wages and Labor Law Compliance. Prior to contract execution for service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, "Wages, hours, and working conditions of employees of contractors performing services."

Compliance with all Applicable State Business and Employment Laws. All providers shall comply with all laws governing entities doing business in the State. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations unincorporated associations and foreign insurance companies be register and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See paragraph II, Website Reference.)

Campaign Contributions by State and County Contractors. Contractors are hereby notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, Act 203/2005 FAQs are available at the Campaign Spending Commission webpage. (See paragraph II, Website Reference.)

Monitoring and Evaluation. Criteria by which contracts will be monitored and evaluated is in Section 2.

General and Special Conditions of Contract. The general conditions that will be imposed contractually are on the SPO website. Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

Section 2

Service Specifications

I. Overview, Purpose or Need and Goals of Service

The Department of Health, Developmental Disabilities Division (DDD), is responsible for services to individuals with DD/MR in accordance with HRS, Chapter 333F. Psychological evaluations are needed to assist with eligibility determination.

II. Planning Activities

A Request for Information (RFI) was held in September 2006.

III. Demographics and Funding

Target population to be served:

The target population to be served includes individuals with DD/MR who are applying for services under HRS Chapter 333F.

Geographic coverage of service:

The geographic area of coverage includes the islands of Kauai, Oahu, Molokai, Lanai, Maui and Hawaii. The applicant may apply for one or more of the geographic areas listed. The applicant shall demonstrate that it has the capacity to provide the required services in the geographic areas for which it is applying.

Probable funding amounts, source, and period of availability:

Approximate STATE Funding:

FY 2008:	\$220,000.00
FY 2009:	220,000.00
FY 2010:	224,400.00
FY 2011:	224,400.00

Subject to availability of STATE funds.

Single or multiple contracts to be awarded ☐ Single ☐ Multiple ☒ Single & Multiple
(Refer to §3-143-206, HAR)

Criteria for multiple award: Contract will be awarded as needed to ensure statewide services.

The DDD will evaluate all proposals, select and award contracts determined to be the most advantageous to the STATE as delineated further in Section 4 - Evaluation. All qualified providers will be ranked from highest to lowest in score for the sole purpose of creating a list of providers. Based on the providers' awarded geographic area of coverage, the highest ranking proposal will receive the first referral(s). All subsequent referrals will be allocated on a rotation basis, moving down the list of providers. When contracted provider capacity is met, no further referrals will be allocated to the provider until the next fiscal year. The STATE reserves the right to use the list to comply with HRS 333-F and to meet geographical needs for eligibility purposes.

Term of Contract(s)

Initial term:	<u>July 1, 2007 – June 30, 2011</u>
Length of each extension:	<u>12 Months</u>
Number of possible extensions	<u>2 12-Month Periods</u>
Maximum length of contract:	<u>6 Years</u>

Conditions for Extension:

The contract may be extended provided that the contract price shall remain the same or is adjusted per any contract price adjustment provision. The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.

IV. Service Activities

1. Provide psychological evaluations to determine cognitive and adaptive functional levels for the purposes of eligibility determination for individuals with DD/MR.
2. Provide a written report to the DDD within fourteen (14) calendar days after the completion of the evaluation. The report shall include, but is not limited to, potential areas of needs, strengths, deficits and recommendations for services.
3. Provide consultation/discussion on eligibility and other service planning issues to the case manager, family or other relevant DDD staff, upon request by the DDD.

V. Qualifications and Experience

1. Requirements of Applicant(s)

- a. Licensed Psychologist
 - 1) Licensed in the State of Hawaii with five years of experience in the provision of psychological evaluations to individuals with DD/MR.
- b. Post-Doctoral Psychology Intern
 - 1) Successful completion of pre-doctoral internship.
 - 2) Completion of dissertation and all coursework and graduated with a Ph.D. or Psy.D.
 - 3) One (1) hour of individual and one (1) hour of group supervision per week by a psychologist licensed in the State of Hawaii.
- c. Pre-Doctoral Intern
 - 1) Successful completion of necessary academic coursework (may not have completed his/her dissertation courses).
 - 2) Completion of two (2) years of practicum including training in psychological evaluations for a minimum of twenty (20) hours per week for a full academic year.
 - 3) One (1) hour of individual and one (1) hour of group supervision per week by a psychologist licensed in the State of Hawaii.

Requirements for the Proposal Application

If the applicant is a licensed psychologist, applicant shall submit a copy of current State license, educational degree and curriculum vitae (CV).

The applicant shall provide a description of experience/projects/contacts pertinent to the services required to be included in an attached resume or CV. Applicant shall include points of contact, addresses, e-mail and phone numbers. The State reserves the right to contact references to verify experience.

For Post-Doctoral and Pre-Doctoral Interns, description of experience/practicum and supervision pertinent to services should be included in the resume or CV. A psychologist licensed in the State of Hawaii must oversee post- and pre- doctoral interns for this service and review and sign off on the evaluation, acknowledging responsibility for the evaluation.

2. Capability

If the applicant is an organization, the applicant shall provide a work plan to describe the proposed oversight (line of responsibility/supervision), staffing pattern (position title, name and full-time equivalency) and proposed capacity to provide the service. If the applicant will be utilizing post-doctoral or pre-doctoral interns, applicant shall submit documentation as stated in Section 2, V.

Requirements for the Proposal Application

If applicable, the applicant shall submit a work plan describing the proposed oversight.

3. Facilities

The STATE will provide facilities for evaluations for the majority of services. However, in some instances, evaluations will occur at other Department of Health offices or for a client who is home-bound, the evaluation may take place at the client's home.

Requirements for the Proposal Application

The applicant shall indicate ability and availability to travel to the neighbor islands (if applicable) and do home visits.

VI. Pricing Structure

1. Psychological Evaluations

- a. Pricing structure is based on a fixed unit of service rate. This will include testing, report writing and occasional consultation and discussion.

The approximate amount of funding by geographical area is projected to be:

Geographical Area	FY 2008 FY 2009	FY 2010 FY 2011
Oahu (378 evaluations)	\$151,200.00	\$154,224.00
Kauai (42 evaluations)	\$16,800.00	\$17,136.00
Maui/Molokai/Lanai (42 evaluations)	\$16,800.00	\$17,136.00
East Hawaii (21 evaluations)	\$8,400.00	\$8,568.00
West Hawaii (21 evaluations)	\$8,400.00	\$8,568.00

2. Units of Service and Unit Rate

- a. The number of evaluations may vary depending on the geographic area and the needs of the STATE.

FY 2008 and FY 2009

504 evaluations statewide @ \$400.00 per evaluation

FY 2010 and FY 2011

504 evaluations statewide @ \$408.00 per evaluation

3. Interisland Travel

- a. The approximate amount of funding for interisland travel is projected to be:

FY 2008 and FY 2009 \$18,400.00 per year

FY 2010 and FY 2011 \$18,768.00 per year

- b. Less than overnight interisland travel, which includes airfare, airport parking and car rental:

FY 2008 and FY 2009 \$225.00 per trip

FY 2010 and FY 2011 \$230.00 per trip

- c. One (1) overnight interisland travel, which includes airfare, airport parking, car rental and hotel:

FY 2008 and FY 2009 \$400.00 per trip

FY 2010 and FY 2011 \$408.00 per trip

Requirements for the Proposal Application

Applicants shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency by completing Attachment A (Cost Proposal FY 2008 and FY 2009) and Attachment B (Cost Proposal FY 2010 and FY 2011). The cost proposals shall be attached to the proposal application.

VII. Other

Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

VIII. Reporting Requirements for Program and Fiscal Data

Not applicable.

IX. Monitoring and Evaluation

1. The criteria by which the performance of the contract will be monitored and evaluated are:
 - a. Availability and timeliness of evaluation appointments;
 - b. Timeliness of submittal of psychological evaluations;
 - c. Case manager/individual family satisfaction with services; and
 - d. Monitoring of service outcomes.

Section 3

Proposal Application

I. Instructions for Completing the Proposal Application

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section and section 2.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria when completing the proposal.*

II. Submission of Proposal Application Documents

The proposal application documents are as follows and shall be submitted in the following order:

- *Proposal Application Identification Form (SPO-H-200)* Identifies the proposal application.
- *Table of Contents-* Include a listing of all documents included in the application.
- *Proposal Application Short-Form 1 (SPO-H 250)*
 - Qualifications and Experience
 - Pricing Structure
 - Other – Litigation
- *Attachments*
 - *Attachment A*
 - *Attachment B*

The required format for the Proposal Application Short Form 1 (SPO-H 250) follows. Note that the form is available on the SPO website (see Section 1, paragraph II, Website Reference). The form on the website will not include items specific to each RFP. If using the website form, the applicant must incorporate all items listed on the next page.

III. Proposal Application Short Form 1

1. Qualifications and Experience

Requirements of Applicant(s)

If the applicant is a licensed psychologist, applicant shall submit a copy of current State license, educational degree and CV.

If the applicant is an organization utilizing pre- and post-doctoral students, the organization is responsible for qualifying the student(s).

Capability

If the applicant is an organization, the applicant shall provide a work plan to describe the proposed oversight, staffing pattern (line of responsibility/supervision, including position title, name and full-time equivalency) and proposed capacity to provide the service. If the applicant will include post-doctoral or pre-doctoral interns, applicant shall submit documentation as stated in Section 2,V.

Facilities

The State will provide the facilities for evaluations for the majority of services. However, in some instances, evaluations will occur at other Department of Health Offices or for a client who is home-bound, evaluations may take place at the client's home. Applicants shall state the ability to travel to the neighbor islands and state the specific island(s).

2. Pricing Structure

- a. This RFP seeks to purchase services on an as need basis. Applicants shall provide a minimum number of evaluations (units) they can deliver in their proposal. If interisland travel is applicable, applicants shall provide a minimum number of trips based on the number of evaluations they can deliver in their proposal. Applicants shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency by completing Attachment A (Cost Proposal FY 2008 & FY 2009) and Attachment B (Cost Proposal FY 2010 & FY 2011). The Cost Proposals shall be attached to the proposal application.

3. Other

Litigation

Section 4

Proposal Evaluation

I. Evaluation Process

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation. The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing. Each applicant shall receive a notice of award/non-award, which shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

II. Evaluation Criteria

On the next page is a sample of the evaluation sheet that will be used to evaluate proposal applications.

Evaluation of
 HTH 501-4 Psychological Evaluation Services
 October 10, 2006

Applicant: _____

Proposal Application ID: _____

<i>Criterion</i>	<i>Total Possible Score</i>	<i>Score</i>
Qualifications and Experience	55	
<i>Requirements of Applicant(s)</i>		
<ul style="list-style-type: none"> • <i>License in the State of Hawaii</i> • <i>Curriculum Vitae (CV)</i> 	10 0-5	
• <i>5 Years of experience in the provision of psychological evaluation</i>	5	
• <i>6-10 Years of experience in the provision of psychological evaluation.</i>	10	
• <i>11-15 Years of experience in the provision of psychological evaluation.</i>	15	
• <i>16-plus Years of experience in the provision of psychological evaluation.</i>	20	
<ul style="list-style-type: none"> • <i>5 Years of experience with DD/MR</i> • <i>6-10 Years of experience with DD/MR</i> • <i>11-15 Years of experience with DD/MR</i> • <i>16-plus Years of experience with DD/MR</i> 	5 10 15 20	
<i>Capability</i>	40	
<ul style="list-style-type: none"> • <i>Capacity/Capability/Workplan (if applicable)</i> • <i>Appointment availability</i> • <i>Amount of evaluations (No. Per Month)</i> 	5 5	
0-5 Evaluations per month	5	
6-10 Evaluations per month	10	
11-15 Evaluations per month	15	
16-plus Evaluations per month	20	

RFP No: _____
Title: _____

• <i>Ability to submit report within 14 days</i>	10	
<i>Facilities</i>		
• <i>Not Applicable</i>		
<i>Pricing Structure</i>	5	
• <i>Cost Proposal</i>		
TOTAL:	100	

Section 5

Attachments

- A. Attachment A – Cost Proposal FY 2008 and FY 2009
- B. Attachment B – Cost Proposal FY 2010 and FY 2011

Attachment A

Cost Proposal
FY 2008 & FY 2009

I. Estimated Units to Serve

	<u>Units</u>	<u>Rate</u>	<u>Total</u>
Kauai	<u> </u>	<u>x \$400.00</u>	<u> </u>
Oahu	<u> </u>	<u>x \$400.00</u>	<u> </u>
Maui/Molokai/Lanai	<u> </u>	<u>x \$400.00</u>	<u> </u>
East Hawaii	<u> </u>	<u>x \$400.00</u>	<u> </u>
West Hawaii	<u> </u>	<u>x \$400.00</u>	<u> </u>
Sub-Total			<u> </u>

II. Estimated Interisland Travel

<u>To/From</u>	<u>No. of Trips</u>	<u>*Rate</u>	<u>Total</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
Sub-Total			<u> </u>

III. Total Cost Proposal

Attachment B

Cost Proposal
FY 2010 & FY 2011

I. Estimated Units to Serve

	<u>Units</u>	<u>Rate</u>	<u>Total</u>
Kauai	<u> </u>	<u>x \$408.00</u>	<u> </u>
Oahu	<u> </u>	<u>x \$408.00</u>	<u> </u>
Maui/Molokai/Lanai	<u> </u>	<u>x \$408.00</u>	<u> </u>
East Hawaii	<u> </u>	<u>x \$408.00</u>	<u> </u>
West Hawaii	<u> </u>	<u>x \$408.00</u>	<u> </u>
Sub-Total			<u> </u>

II. Estimated Interisland Travel

<u>To/From</u>	<u>No. of Trips</u>	<u>*Rate</u>	<u>Total</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
Sub-Total			<u> </u>

III. Total Cost Proposal	<u> </u>
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